

RESOURCE FAMILY 150 DAY LICENSING TIMELINE

Key:

RFSW
OOL
Applicant
Enforcement

DAY 1 - 7

The Resource Family (RF) Supervisor reviews and approves the cleared, completed application, sends a copy to the Office of Licensing (OOL), and has an initial conference with the assigned Resource Family Support Worker (RFSW).

The RFSW contacts the applicant(s) to schedule an appointment to review the home study process.

DAY 7 - 30

By day 30, the RFSW has sent for necessary references for all household members and completes a home visit. The visit includes a review of SAFE Questionnaire One, a complete home inspection using the Checklist of Standards, and discussion regarding pre-service training attendance.
A supervisory conference is scheduled and completed.

DAY 30 - 60

On or before day 60, the RFSW conducts the next home visit and interviews the applicant(s) as outlined in the SAFE home study model. If a CARI/CHRI waiver is needed, it is prepared and submitted to the appropriate authorities.
A supervisory conference is scheduled and completed.

DAY 60 - 90

On or before day 90, a follow-up visit is made to the home to conduct interviews and ensure all obstacles/issues have been addressed as per the SAFE home study model. The RFSW completes the SAFE home study report utilizing all information gathered from references, questionnaires, and interviews with the applicant(s) and all household members.
A supervisory conference is scheduled and completed.

DAY 90-100

The RF Supervisor reviews/approves the SAFE home study and sends the Home Study Assessment Packet (HSAP) to the OOL.

DAY 100-120

Within 20 days of receiving the completed Home Study Assessment Packet from the RFSW, the OOL inspector contacts the family and schedules a home inspection.

The OOL inspector and the RFSW conduct a **joint** inspection of the home.

The applicant must be available for a home inspection and interview by the OOL inspector.

Within 5 days of receipt of the HSAP, OOL reviews it and notifies the RFSW of the outcome.

The OOL home inspection is completed and household members are interviewed, as necessary.

DAY 120 - 150

A recommendation for an application to be withdrawn or denied can be made at any time during the home study process.

If a new household member moves into the home, additional time may be required.

If a re-inspection determines that Level 1 Violations can not be abated, enforcement by the Administrative Unit begins, to determine the appropriateness of denial. DAG, LOM, Chief, etc. may be consulted, as needed.

The inspection report is completed. If Level 1 Violations exist, the family and RFSW are advised of the violations. Re-inspection is scheduled within 30 days.

The OOL Supervisor reviews the inspection report and the applicant is licensed. All parties are notified once a license has been issued.

On-going Home Study Process

All adults who reside or frequent the home should schedule a live-scan fingerprint appointment as soon as possible.

The resource family applicant(s) complete Questionnaire One of the SAFE assessment. All household members must be interviewed during at least one visit. Applicant(s) ensure all necessary documentation and references are secured as required (personal, school/daycare, medical, employment, financial statement, criminal dispositions, marriage certificates, birth certificates, vehicle registration, etc.)

Applicant(s) complete the required pre-service training:
Kinship training:18 hours (6 sessions)
Non-kin training:27 hours (9 sessions)